

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
College of Education
Educational Leadership and Policy Studies
COURSE OUTLINE

ELPS 697 Comprehensive Examination

MICHAEL D. EISNER COLLEGE OF EDUCATION MISSION STATEMENT:

The Michael D. Eisner College of Education as a professional school uses a developmental approach to promote reflection, critical thinking, and excellence in an inclusive learning community. Its graduates are well educated, highly skilled and caring persons who are lifelong learners prepared to practice in an ever changing, multicultural world. They are committed to promoting achievement of all students as a primary measure of successful educational practice. Graduates assume service and leadership roles in public and private educational, health, and social programs and institutions. The College establishes and maintains productive partnerships with community schools and agencies.

The faculty is committed to excellence in teaching, scholarship, service and collaboration with the community and professions. The values for faculty and students that form the foundation of the Conceptual Framework include the following:

1. We value high standards in the acquisition and application of professional knowledge and skills in subject matter, pedagogy, and technology.
2. We value the achievement of students at all levels and promote its accomplishment in accordance with national, state, and institutional standards.
3. We value an inclusive learning community.
4. We value creative, critical and reflective thinking and practice.
5. We value ethical practice by caring professionals.

CATALOG DESCRIPTION

Prerequisites: in order for a student to be eligible to take the Comprehensive Examination all course work must be completed prior to or during the semester in which the student will take the examination. Typically a student will be enrolled in no more than 6 semester units during the semester in which he/she is enrolled in ELPS 697. Only the ELPS Department may grant a waiver to this prerequisite.

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ELPS DEPARTMENT MISSION STATEMENT

Our mission is to prepare and inspire educational leaders to maximize student learning and access, link theory to best practice, support collaborative partnerships, and promote culturally responsive leadership in a diverse environment.

PLACE OF THIS COURSE IN THE CURRICULUM

Required course in order for the student to receive the Master's of Education in Educational Administration and the Preliminary Administrative Services Credential (Tier I).

REQUIREMENTS

The Comprehensive Examination is administered one time per each semester, please visit the ELPS Webpage for projected examination dates for the current school year. A student must be “Classified” in the ELPS Department and enrolled in this course by the due date in order to be eligible to take the exam.

Typically, Comprehensive Examinations are administered on the first Saturday in December (for Fall Semester) and the first Saturday in May (for Spring Semester). An additional Comprehensive Exam is scheduled during the Summer semester.

PRIOR TO EXAMINATION DATE

During the semester that students are to take the Comprehensive Exam they are enrolled in ELPS 697 as part of their course work. A seminar is held towards the beginning of the corresponding semester for all students enrolled in ELPS 697. This seminar is provided to all qualified students and is optional but attendance is highly recommended.

Two weeks prior to the Comprehensive Examination being administered on campus the eligible students will receive a letter from the ELPS Department confirming their participation in the exam process. The letter will provide information as to the schedule for that day, room number/location and each student is issued a Test Identification Number.

NOTE: Students are to bring the letter with them on examination day.

EXAMINATION DAY

It is recommended that students arrive on campus with sufficient time to obtain a Parking Pass (parking fee must be paid by student), park in Parking Structure B5 (across the street from the Education Building) and locate their assigned exam room. The room assignments will be posted in the Education Building hallway.

Additionally, students should bring a lunch with them as there is a limited lunch period allotted. Notebooks, paper, class notes, textbooks, etc. may be left outside of the exam room.

Do bring personal photo identification (driver’s license), pencils, pens.

NOTE: No electronic devices (PDA’s, cell phones, etc.) will be permitted in the Examination Rooms and a student may be asked to leave if found to have such an item in his/her possession.

COMPREHENSIVE EXAMINATION SECTIONS

There are five sections that are administered during the Comprehensive Examination:

Essay Examinations (3)

Students are provided with two questions in each of the following subject areas:

- Curriculum and Supervision
- General Administration
- Organization and Administration of Elementary, Secondary and Special Education

Students are then given a 50 minute period within which to respond to the question they have selected, resulting in three 50 minute periods with a break between each essay question.

Essays are then read by ELPS Faculty who have experience in teaching the subject areas and the essays are evaluated and graded as Pass or Non-Pass using the Comprehensive Examination Rubric (visit ELPS Webpage for rubric).

Exams that do not pass are then forwarded to a Second and third Faculty Reader for review. Final results are discussed at the Department Reconciliation and letters are mailed to all students.

Students that receive notice of Non-Pass in one or more exams will be provided an opportunity to take the corresponding section(s) a second time. This needs to be completed within a year of the initial exam. The University only allows a student to retake the exam one time and the student must be enrolled that semester.

Additionally, these students will be invited to attend a special Seminar to discuss their preparation for the re-take as well as a review of their initial results with an ELPS Advisor.

Higher Education (need input from B. De La Torre)

NOTE: All essay examinations are to be completed using a University provided computer.

Objective Exams (2)

The two objective exams are in the subject area of Law and Finance. Students are provided with the appropriate “scantron” response form and given 50 minutes for each of the two exams. There are 100 questions for each exam and the minimum passing score is 75% for each exam.

1/03/08